

ADMINISTRATIVE - INTERNAL USE ONLY

DD/M&S 73-1722

2 MAY 1973

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Planning, Programming  
and Budgeting  
Director of Security  
Director of Training

SUBJECT : Saturday and Weekend Duty Officers

1. The DCI has directed that there will no longer be a weekend DCI duty officer. He has also suggested that the Directorates examine their weekend duty requirements and to make any necessary adjustments.

2. Accordingly, the DD/M&S is reexamining the need for a Directorate duty officer, since the DD/M&S is usually in his office on Saturday. Quite possibly there will be none, or duty may be rotated on an at-home, on-call basis among senior Directorate officers.

3. The DD/M&S asks that each Office Director also re-examine his office's current Saturday and weekend duty coverage as set forth in Administrative Instruction No. 72-2 of 18 January 1972. Please provide your comments and/or suggestions to me by 9 May 1973.

STAT

Executive Officer to the  
Deputy Director  
for Management and Services

EO-DD/M&S:LDP:kmg (2 May 73)

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